



## COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

**CLASSIFIED**

### FLEET TECHNICIAN

**Class No. 006103**

#### ■ CLASSIFICATION PURPOSE

To perform preventive maintenance, minor repairs and adjustments to automotive, truck, construction, and industrial equipment; and to perform related work as required.

#### ■ DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Fleet Technician series. Fleet Technicians performs preventive maintenance and minor repair tasks, diagnostics, inspections, smog testing, and maneuverability problems on automotive, truck, construction, and industrial equipment. Incumbents in this class may act as lead workers providing technical guidance and training to less experienced technicians performing preventive maintenance tasks. This class differs from the next higher class, Senior Fleet Technician, in that the latter works independently repairing, servicing, and maintaining automobiles, buses, light and heavy trucks, construction, and industrial equipment.

#### ■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Inspects vehicular and industrial equipment for safety, efficiency of operation, and appearance.
2. Performs routine, preventive maintenance and lesser skilled repair work on vehicular equipment including lubrication and oil changes, brake overhauls, wheel balancing, hose replacements, belts repacking, wheel bearings, electrical units, batteries, tires and maintaining automatic transmissions.
3. Assists with the maintenance, repair, and overhaul work on automotive, truck, construction, and industrial equipment.
4. Performs limited troubleshooting and diagnoses of mechanical problems.
5. Diagnoses and corrects electrical problems.
6. Inputs reports and labor information for specific vehicles and/or repair orders into the Fleet Management Information System (FMIS).
7. May service or repair disabled trucks and automobiles in the field.
8. May coordinate repair and maintenance work activities with Fleet Technicians and other staff.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic motor vehicle mechanical functions, minor repairs, and adjustments.
- Methods of diagnosing, servicing and maintaining automotive, diesel vehicles and equipment.
- Commercial diagnostic equipment.
- Manufacturer's manuals consisting of maintenance and repair parts.
- Automated maintenance and repair record keeping.
- Shop and field safety practices.
- FMIS to enter repairs, maintenance and track vehicles.

- Customer service and performance monitoring/measurement.
- Hazardous material spills and disposal.
- Tools and equipment used in the repair and maintenance of automobiles, trucks, gas and diesel equipment.
- Preventive maintenance inspection methods and procedures.
- Maneuverability and other diagnostics.
- Storm Water rules and regulations.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

#### Skills and Abilities to:

- Use vehicle testing, tire changing and balancing equipment.
- Identify potential mechanical, electrical, or safety problems.
- Assist with the maintenance, repair, and overhaul work on automobiles, trucks of all sizes, and heavy equipment.
- Independently perform routine, preventive maintenance, and lesser skilled repair work on vehicular equipment.
- Operate automotive and diesel vehicles and motorized equipment.
- Use automotive and heavy equipment testing apparatus to identify repair needs.
- Emphasize and demonstrate the department's goal of customer service in all aspects of work.
- Communicate effectively in oral and written form.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: two (2) years of experience servicing motorized vehicular equipment, including lubrication, in a commercial, industrial, or governmental service center.

**Note:** Completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Constant: hand use and standing. Frequent: walking, twisting (neck and waist). Prolonged standing, and strenuous physical activities including lifting and carrying heavy objects frequently weighing up to 50 pounds and occasionally up to 70 pounds. Occasional: sitting, bending, (neck), bending (waist) squatting, climbing, and kneeling.

### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

#### Licenses

Possession of A/C and Refrigerant licenses are highly desirable.

ASE certification in four of the eight areas for either an Automobile Technician or Medium/Heavy Truck Technician is highly desirable.

A valid California Class C driver's license is required at the time of appointment. A valid California A or B driver's license is required within six (6) months of appointment, and must be maintained throughout employment in this class.

#### Working Conditions

Exposure to noise, dust, cleaning solvents, battery acids, and exhaust fumes. Work in confined spaces and occasionally repair vehicles disabled in freeway traffic or off-road; exposure to computer screens. Subject to emergency callback, evening and weekend work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: June 25, 1982**  
**Revised: February 10, 2003**  
**Reviewed: Spring 2004**  
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